Employee Self Service Job Aid:

COVID-19 Leave Entry

SELF SERVICE

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Overview

Employees who are unable to work due to COVID-19 have several options to cover their absence:

1. Use their own available leave including sick leave, vacation, personal holiday, earned legal holiday, compensatory time, and sabbatical to cover these absences.

2. In order to ensure sick employees were out of the workplace, the State established a limited alternative for eligible employees without available leave – this is called "**State Paid Administrative Leave**." Employees are required to use their own leave before accessing this leave type.

    Note: Effective April 1, 2020, State Paid Administrative Leave may not be used until the federal leave program is exhausted (see #3).

3. Beginning April 1, 2020, the federal government released two new leave programs which employees can use instead of their own available leave. There are two parts:

    - **Federal Emergency Paid Sick Leave (EPSL)** - provides up to 80 hours of paid leave for five COVID-19 related reasons and is available to all employees other than elected officials with two key exceptions:

        o Employees identified as healthcare providers and emergency responders are only able to use EPSL for their own COVID-19 illness or quarantine.

        o Employees who are eligible for to use the paid leave for childcare or to take care of a family member are paid 2/3 of their normal hourly rate (up to $200/day) for each hour of the paid leave. Employees can choose to supplement this reduced pay by adding their own available leave to their timesheet on the same day.

    - **Federal Emergency Family Medical Leave Act Expansion (EFMLA)** - in summary, after the EPSL, the EFMLA allows eligible employees to request paid leave at 2/3 their hourly rate (up to $200/day) for up to 10 additional weeks. More information about this program will be available the week of April 12, 2020.

Purpose of Job Aid

This job aid reviews the process to use the Federal Emergency Paid Sick Leave program after you have been authorized. You will use Time Reporting Codes (TRCs) to request leave under these programs. The job aid explains how to use the TRCs and how to supplement the EPSL with your own available leave if you want to do so.

Availability of Federal Emergency Paid Sick Leave Time Reporting Codes

- **Regular employees**: Employees who are not assigned as healthcare providers or emergency responders will have access to the new TRCs beginning April 9, 2020 and will also see a bank of up to 80 hours of Federal Emergency Paid Sick Leave.

- **Healthcare providers and emergency responders**: After the EPSL authorization is complete, the TRC codes and the EPSL bank will be enabled for each employee to use.

See the Employee Guide to Paid Leave Available due to COVID-10 Absences for eligibility requirements for the leave types that are available.

Federal Emergency Paid Sick Leave

The table below provides more detail about eligibility and information on each program along with the appropriate Time Reporting Code to use. State Paid Administrative Leave is addressed at the end of the document because the program cannot be accessed until after the Federal Emergency Paid Sick Leave is exhausted.

NOTE: *All employees requesting EPSL leave must contact their local HR representative to complete the authorization form.*

Federal Emergency Paid Sick Leave				
Time Reporting Code	**Description**	**Reason for Absence**	**Rate of Pay**	**Able to Supplement Pay Received**
COVF1	COVID-Fed Sick Leave Self	• You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You are a non-essential employee who was directed by your agency to not report to work and telework is not available You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	Regular rate of pay up to $511/day ($5,110 in total)	No - if your regular earnings exceed $511/day, you can NOT supplement earnings with state leave available
COVF4	COVID-Fed Sick Leave Child/Fam	• You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	2/3 of regular pay, up to $200/day ($2,000 in total)	Yes – can use state leave available (sick leave[1], vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings, up to your regular earnings
COVA	COVID-Hrs of Suppl Leave Used	This code must be used on any day that you use COVF4 to receive 2/3 of your earnings AND use state leave to supplement your earnings. The number of COVA hours entered must equal the number of hours of state leave that you use to supplement your earnings.		

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[1] As of March 15, 2020, you can now use sick leave when necessary to care for members of your immediate family for a variety of reasons including a state isolation order, illness, quarantine order, and the closure of school or daycare facilities.

Timesheet Entry

1. To use Federal Emergency Paid Leave (EPSL), you will enter the applicable Time Reporing Code (TRC) directly on your **Timesheet**. Go to the **Employee Self Service** homepage and click on the **My Time** tile.
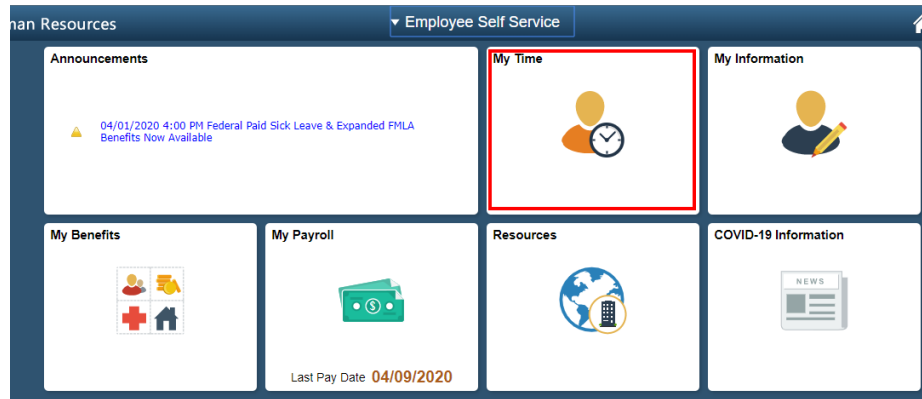
2. In the **My Time** tile, **Timesheet** should be the first option.

3. Select the applicable **Time Reporting Code** from the dropdown list for each day that you are using the COVID-19 Code and enter the total number of hours of COVID leave used for the day

Timesheet Examples

This person normally works 8 hours/day, Monday – Friday. This employee:

- Worked 8 hours on Monday and Tuesday
- Cared for their child all day on Wednesday (will receive 2/3 pay, up to $200)
- Worked for 4 hours on Thursday and cared for their child for 4 hours (will receive regular pay for 4 hours and 2/3 pay, up to $200 for the 4 hours while caring for child)
- On Friday, the employee has symptoms of COVID-19 (will receive full pay, up to $511)

Punch Time Reporter

Day	Date	Reported Status	Exception	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule
Sun	3/29	New							▼		
Mon	3/30	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	▼		
Tue	3/31	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00	▼		
Wed	4/1	Submitted	🕐						09 COVF4 - COVID-Fed Sick Leave Child ▼	8.00	
Thu	4/2	Submitted	🕐						09 COVF4 - COVID-Fed Sick Leave Child ▼	4.00	
		Submitted	🕐	8:00:00AM			12:00:00PM	4.00	▼		
Fri	4/3	Submitted	🕐						09 COVF1 - COVID-Fed Sick Leave Self ▼	8.00	
Sat	4/4	New							▼		

4

Elapsed Time Reporter Example
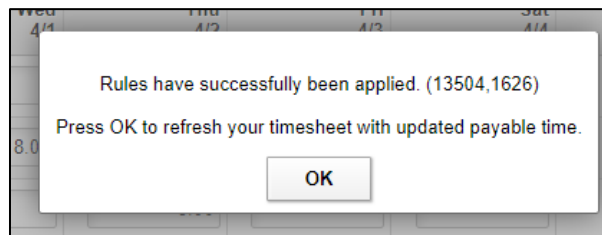
From Sunday 03/29/2020 to Saturday 04/04/2020								
Sun 3/29	**Mon 3/30**	**Tue 3/31**	**Wed 4/1**	**Thu 4/2**	**Fri 4/3**	**Sat 4/4**	**Total**	**Time Reporting Code**
	8.00	8.00		4.00			20.00	
					8.00		8.00	03 COVF1 - COVID-Fed Sick Leave S ▾
			8.00	4.00			12.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾

Exception Time Reporter Example

From Sunday 03/29/2020 to Saturday 04/04/2020								
Sun 3/29	**Mon 3/30**	**Tue 3/31**	**Wed 4/1**	**Thu 4/2**	**Fri 4/3**	**Sat 4/4**	**Total**	**Time Reporting Code**
					8.00		8.00	03 COVF1 - COVID-Fed Sick Leave S ▾
			8.00	4.00			12.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾

4. Once all time and COVID leave is entered, click **Submit**. If everything was entered correctly, the following message will appear. Click **OK**.

> Rules have successfully been applied. (13504,1626)
>
> Press OK to refresh your timesheet with updated payable time.
>
> **OK**

5. Click on the **Exceptions Tab** below the **Timesheet** to view total hours of COVID leave used as of that date. If COVF4 was used, there will also be a message indicating that you may be eligible to supplement your earnings with leave (see the How to Supplement Your Pay section for details).

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
04/01/2020	WITLX028	Timesheet	Unresolved	Low	8 hours of Federal COVID earnings used through 2020-04-01
04/01/2020	WITLX030	Timesheet	Unresolved	Calculates 2/3 Pay Received & Indicates Eligibility to Use Supplemental Leave	COVF4 Pays 137.83 on 2020-04-01, may supplement with leave.
04/02/2020	WITLX028	Timesheet	Unresolved	Low	12 hours of Federal COVID earnings used through 2020-04-02
04/02/2020	WITLX030	Timesheet	Unresolved	Low	COVF4 Pays 68.92 on 2020-04-02, may supplement with leave.
04/03/2020	WITLX028	Timesheet	Unresolved	Running Total of Federal Emergency Paid Sick Leave Used	20 hours of Federal COVID earnings used through 2020-04-03

NOTE: Low exceptions are used to track the balance of the COVID leave type and indicate what your earnings will be when you receive 2/3 of your pay (up to $200) when using the COVF4 Time Reporting Code. A high exception occurs if more than the allotted number of hours of the COVID leave type have been used and must be changed to another **Time Reporting Code** or it will **NOT** be paid.

This type of error message will appear when you submit your timesheet and go over the allotted number of leave hours available:

1 unresolved High Severity exception(s) in the time period. Please review. (13504,83)
Time will be not be paid with unresolved exceptions. Either the reported time must be corrected to abide by the violated rule, or - if applicable - the exception must be marked Allowed by manager.
OK

Plus, you will see the High Exception on the **Exceptions Tab**:

04/17/2020	WITLX025	Timesheet	Unresolved	High	8 hours of COVF1 puts EE over the 80 hr Federal limit

If you are not authorized to use Federal Paid Emergency Sick Leave, the following exception will be listed:

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
04/17/2020	WITLX024	Timesheet	Unresolved	High	Not Authorized for COVF1 TRC

6. Click on the **Payable Time Tab** below the **Timesheet** to view total hours paid for the week.

Payable Time ⓘ

Date	TRC	Description	TRC Type	Payable Status	Quantity
03/30/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
03/31/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/01/2020	COVF4	COVID-Fed Sick Leave Child/Fam	Units	Needs Approval	8.00
04/02/2020	COVF4	COVID-Fed Sick Leave Child/Fam	Units	Needs Approval	4.00
04/02/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	4.00
04/03/2020	COVF1	COVID-Fed Sick Leave Self	Units	Needs Approval	8.00

7. If you are entering State Paid Administrative Leave taken from March 15 – 28, 2020, you will follow the same steps but select one of the State Paid Administrative Leave Codes instead (COVS1, COVS2, COVS3). If you are eligible to use State Paid Administrative Leave from March 29, 2020 and forward, your supervisor or payroll staff will have to make the entry on your behalf.
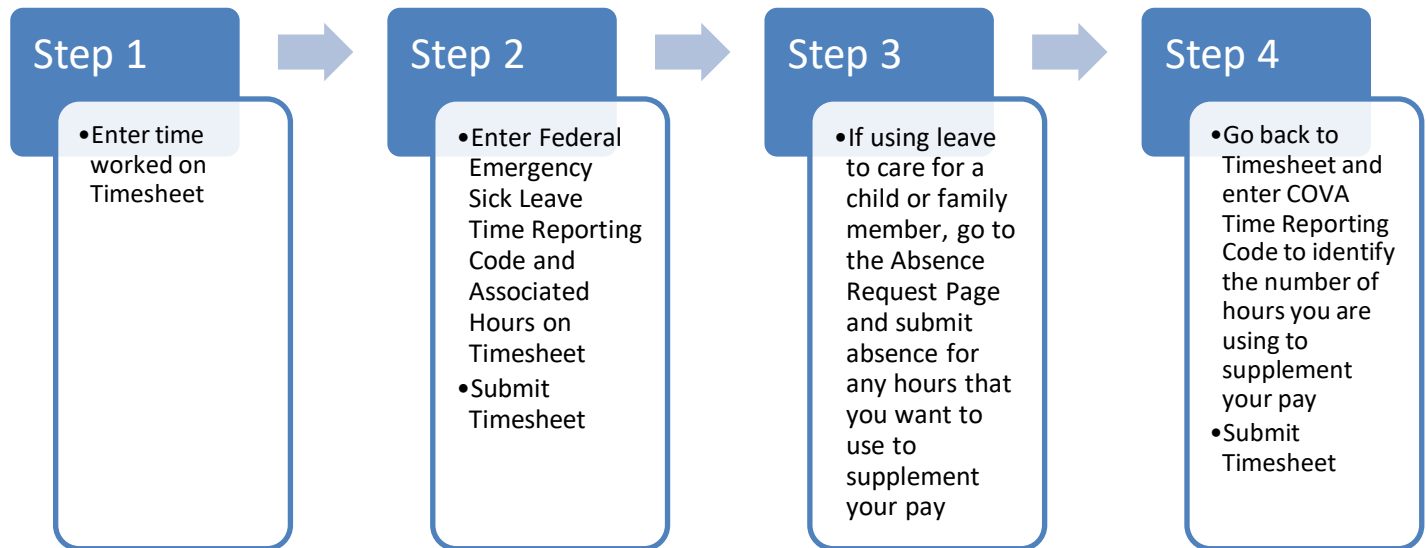
How to Supplement Pay

If you are using the COVF4 Time Reporting Code (TRC) that pays you 2/3 of your regular pay, up to $200/day, you can also enter other available paid leave to supplement earnings, up to 100% of your regular earnings.

Note: Use the Supplement Your Federal Emergency 2/3 Paid Sick Leave Calculator to help you determine how much leave you need to use to receive your full daily earnings. Please note that due to rounding, calculations may differ by a few cents on your final paycheck.

Order that Federal Emergency Sick Leave Should be Entered

Step 1	Step 2	Step 3	Step 4
• Enter time worked on Timesheet	• Enter Federal Emergency Sick Leave Time Reporting Code and Associated Hours on Timesheet • Submit Timesheet	• If using leave to care for a child or family member, go to the Absence Request Page and submit absence for any hours that you want to use to supplement your pay	• Go back to Timesheet and enter COVA Time Reporting Code to identify the number of hours you are using to supplement your pay • Submit Timesheet

Scenario 1: Using Federal Leave for All Normally Scheduled Hours + Using Paid Leave to Supplement Earnings to Regular Daily Pay

If you are using Federal Leave COVF4 for childcare for all your normally scheduled hours and want to supplement the 2/3 pay with other paid leave, you will do the following entry:

1. Select the COVF4 – COVID-Fed Sick Leave Child/Fam Time Reporting Code for the day.

2. **Enter the Quantity as the number of hours that you are regularly scheduled to work.**

h al	Time Reporting Code	Quantity	Rule Element 1	Date
	▼		🔍	4/5
	09 COVF4 - COVID-Fed Sick Leave Chil ▼	8.00	🔍	4/6

3. Submit your timesheet to save your entry.

4. Use the Supplement Your Leave Calculator to Determine the number of leave hours you need to fully supplement your earnings for the day. In this example, the person needs 2.67 hours of leave for the day to receive their full earnings.

5. Click on the **Request Absence link** at the bottom of the Timesheet Page to start the absence request process.

6. Enter the absence for day in which you are supplementing your earnings. You can use sick leave, vacation, personal holiday, earned legal holiday, sabbatical, or comp time to supplement your earnings. In this example, this person is using vacation.

*Start Date 04/06/2020	
End Date 04/06/2020	
Filter by Type Vacation ▼	
*Absence Name Vacation ▼	Current Balance 141.27 Hours**
Reason Vacation ▼	
Partial Days All Days ▼	
All Days Hours 2.67	
Duration 2.67 Hours	

7. Forecast Balance and Submit the absence.

8. Return to your **Timesheet.**

9. You will now see the federal leave and state paid leave on the same day on your Timesheet.

09 COVF4 - COVID-Fed Sick Leave Chilᵈ ▼	8.00	🔍	4/6
VACTN - Paid Vacation Time Taken	2.67		4/6

10. You then must add a row to the same day and enter the COVA – COVID-Hrs of Suppl Leave Used Time Reporting Code and add the Quantity equal to the number of state paid leave hours used. **You must enter the COVA code because it identifies the number of hours of leave you are using to supplement your earnings.**

    In this example, enter 2.67 hours of COVA.

09 COVF4 - COVID-Fed Sick Leave Chilᵈ ▼	8.00	🔍	4/6	➕
VACTN - Paid Vacation Time Taken	2.67		4/6	➕
09 COVA - COVID-Hrs of Suppl Leave Uˢ ▼	2.67	🔍	4/6	➕

11. Submit your Timesheet.

Scenario 2: Work Part of Day + Use Federal Leave for Remainder of Scheduled Hours + Use Paid Leave to Supplement Earnings

If you are working for part of your scheduled hours and are using Federal Leave COVF4 for childcare for the remainder of your scheduled hours, and want to supplement the pay received under the federal leave, you will do the following entry:

1. Enter hours worked on Timesheet for day.

2. Add a row to your Timesheet.

3. Select the COVF4 – COVID-Fed Sick Leave Child/Fam Time Reporting Code and enter the remaining of your regular scheduled hours for the day in the Quantity field.

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
					09 COVF4 - COVID-Fed Sick Leave Child/ ▾	4.00	🔍	4/7	**+**
8:00:00AM			12:00:00PM	4.00	▾		🔍	4/7	**+**

4. Submit your timesheet to save your entry.

5. Use the Supplement Your Leave Calculator to determine the number of leave hours you need to fully supplement your earnings for the day. You will enter both hours worked, and hours of federal leave used in the calculator. In this example, the person needs 1.34 hours of leave for the day to receive their full earnings.

6. Click on the **Request Absence link** at the bottom of the Timesheet Page to start the absence request process.

7. Enter the absence for day in which you are supplementing your earnings. You can use sick leave, vacation, personal holiday, earned legal holiday, sabbatical, or comp time to supplement your earnings. In this example, this person is using personal holiday.

Absence Detail ⑦

*Start Date	04/07/2020 📅
End Date	04/07/2020 📅
Filter by Type	Personal Holiday ▾
*Absence Name	Personal Holiday ▾
Reason	Personal Holiday ▾
Partial Days	All Days ▾
All Days Hours	1.34
Duration	1.34 Hours

Current Balance 36.00 Hours**

8. Forecast Balance and Submit the absence.

9. Return to your **Timesheet.**

10. You will now see hours worked, the federal leave and state paid leave on the same day on your **Timesheet.**

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
					09 COVF4 - COVID-Fed Sick Leave Child/ ▾	4.00	🔍	4/7
8:00:00AM			12:00:00PM	4.00	▾		🔍	4/7
					PSHOL - Personal Holiday Hours Taken	1.34		4/7

12. You then must add a row to the same day and enter the COVA – COVID-Hrs of Suppl Leave Used Time Reporting Code and add the Quantity equal to the number of state paid leave hours used. **You must enter the COVA code because it identifies the number of hours of leave you are using to supplement your earnings.**

In this example, enter 1.34 hours of COVA.

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
					09 COVF4 - COVID-Fed Sick Leave Child/ ▾	4.00	🔍	4/7	+
8:00:00AM			12:00:00PM	4.00	▾		🔍	4/7	+
					PSHOL - Personal Holiday Hours Taken	1.34		4/7	+
					09 COVA - COVID-Hrs of Suppl Leave Use ▾	1.34	🔍	4/7	+

13. Submit your Timesheet.

Scenario 3: On Vacation Part of Day + Use Federal Leave for Remainder of Scheduled Hours + Use Paid Leave to Supplement Earnings

If you are on vacation for part of your scheduled hours and are using Federal Leave COVF4 for childcare for the remainder of your scheduled hours, and want to supplement the pay received under the federal leave, you will do the following entry:

1. Determine the number of hours of vacation you will be using for the day but do NOT enter the absence yet. In this example, it's 4 hours of vacation.

2. Select the COVF4 – COVID-Fed Sick Leave Child/Fam Time Reporting Code for the day and enter the Quantity of the remainder of the hours that you are regular scheduled to work AFTER you account for your vacation hours. In this example, it's 4 hours.

Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code
4.00							03 COVF4 - COVID-Fed Sick Leave Cl ▾

3. Submit your Timesheet to save your entry.

4. Use the Supplement Your Leave Calculator to determine the number of leave hours you need to fully supplement your earnings for the day. You will enter your regular vacation hours in the Total Hours Worked During Day field and hours of federal leave used in the calculator. In this example, the person needs 1.34 hours of **additional leave** for the day to receive their full earnings. The total vacation used for the day will be 5.34 hours (4 hours of regular vacation + 1.34 hours of vacation to supplement earnings).

5. Click on the **Request Absence link** at the bottom of the Timesheet Page to start the absence request process.

6. Enter the absence for day in which you are supplementing your earnings. You can use sick leave, vacation, personal holiday, earned legal holiday, sabbatical, or comp time to supplement your earnings. In this example, this person is using vacation.

7. Forecast Balance and Submit the absence.

8. Return to your **Timesheet.**

9. You will now see vacation hours and the federal leave on the same day on your **Timesheet.**

	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code
	4.00						4.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾
	5.34						5.34	VACTN - Paid Vacation Time Taken

10. You then must add a row to the same day and enter the COVA – COVID-Hrs of Suppl Leave Used Time Reporting Code and <u>add the Quantity equal to the number of vacation hours you are using to supplement the federal leave</u>. **You must enter the COVA code because it identifies the number of hours of leave you are using to supplement your earnings.**

    In this example, enter 1.34 hours of COVA.

	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code	Rule Element 1	
	4.00						4.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾	🔍	➕
	5.34						5.34	VACTN - Paid Vacation Time Taken		➕
	1.34							03 COVA - COVID-Hrs of Suppl Leave ▾	🔍	➕

11. Submit your timesheet.

How to Review COVID-19 Leave Usage

All Federal Emergency Paid Sick Leave and State Paid Administrative Leave Used is displayed in the **COVID-19 Information Tile** on the **Employee Self Service Homepage**.

COVID-19 State Administrative Leave

Empl Record	Description	Job Code Description	Department	Date COVID Admin Leave Used	Amount COVID Admin Leave Used
0	COVID State Leave Self	HVAC REFRIG SPEC-ADV	Madison South Facilities	03/23/2020	8.000000
0	COVID State Leave Self	HVAC REFRIG SPEC-ADV	Madison South Facilities	03/25/2020	8.000000
0	COVID State Leave Self	HVAC REFRIG SPEC-ADV	Madison South Facilities	03/24/2020	8.000000

COVID-19 Federal Administrative Paid Leave

Empl Record	Description	Job Code Description	Department	Date Covid Admin Leave Used.	Amount COVID Admin Leave Used
0	COVID-Fed Sick Leave Self	HVAC REFRIG SPEC-ADV	Madison South Facilities	04/03/2020	8.000000
0	COVID-Fed Sick Leave Child/Fam	HVAC REFRIG SPEC-ADV	Madison South Facilities	04/01/2020	8.000000
0	COVID-Fed Sick Leave Child/Fam	HVAC REFRIG SPEC-ADV	Madison South Facilities	04/07/2020	4.000000
0	COVID-Fed Sick Leave Child/Fam	HVAC REFRIG SPEC-ADV	Madison South Facilities	04/06/2020	8.000000
0	COVID-Fed Sick Leave Child/Fam	HVAC REFRIG SPEC-ADV	Madison South Facilities	04/02/2020	4.000000

Total Leave Used

Description	Year to Date Amount Used	Available
COVID-19 State Administrative Leave	24.000000	16.000000
COVID-19 Federal Emergency Paid Leave	32.000000	8.000000

Supplementing Federal Emergency 2/3 Paid Sick Leave Q&A

1. **Can I supplement my earnings if I use Federal Emergency Paid Sick Leave for my illness or quarantine?**

   No. You will receive your regular earnings, up to $511/day

2. **Do I have to supplement my earnings if I use Federal Emergency Paid Sick Leave for child or family care?**

   No. You will receive 2/3 of your pay, up to $200 day. If you want to receive your full earnings, you can supplement other paid leave, up to your full daily earnings.

3. **Why do I have to enter the COVA – COVID-Hrs of Supplemental Leave Time Reporting Code when I use paid leave to supplement my earnings?**

   Given all the potential ways that Federal Emergency Paid Sick Leave and paid time can be used together, the code is needed to identify how many paid leave hours are used to supplement your earnings. It also ensures that you are not paid for more than your regularly scheduled hours.

4. **If I'm receiving 2/3 of my pay, can I supplement only a part of my earnings or do I have to supplement leave to my full regular daily earnings?**

   You do not have to use leave to supplement to your full daily earnings. You can partially supplement your earnings.

5. **Do I have to use Federal Emergency Paid Sick Leave when I'm eligible or can I choose to use other paid leave available to me?**

   You do not have to use Federal Emergency Sick Leave. You can choose to use other state paid leave instead, but you cannot use State Paid Administrative Leave if you have Federal Emergency Sick Leave available.

6. **Can I take vacation (or use other state paid leave) for part of the day and Federal Emergency Paid Sick Leave for part of the day?**

   Yes. Normal leave request procedures should be followed. See Scenario 3 for information about how to enter this on your timesheet.

7. **Can I use more than one type of Federal Emergency Paid Sick Leave on the same day?**

   No. Only one type of Federal Emergency Paid Sick Leave can be used per day.

Using State Paid Administrative Leave

Employees are no longer able to enter State Paid Administrative Leave on their timesheet for leave taken on March 29th or later. Only an employee's supervisor or agency payroll staff can enter the leave on behalf of the employee.   Effective April 1, 2020, all Federal Emergency Paid Sick Leave must be exhausted before an employee is eligible for any remaining State Paid Administrative Leave.

If authorized to use State Paid Administrative Leave, review the following table for more information.

	State Paid Administrative Leave			
Time Reporting Code	Description	Reason for Absence	When Available	Rate of Pay
COVS1	COVID State Leave Child Care	You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	Regular Rate of Pay
COVS2	COVID State Leave Self	• You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	After Federal Emergency Paid Sick Leave and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	
COVS3	COVID State Leave Family	• You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	
COVN1	COVID State Non-Essential	You are a non-essential employee who was directed by your agency to not report to work and telework is not available	After Federal Emergency Paid Sick Leave is exhausted	

Additional Resources

- Employee Guide to COVID-19 Leave Benefits

- Punch Time Reporting Job Aids

    - Punch Time Reporting

    - Punch Time - Task Profiles

    - Punch Time - Speed Types

- Elapsed Time Reporting Job Aids

    - Elapsed Time Reporting

    - Elapsed Time - Task Profiles

    - Elapsed Time - Speed Types

- Absence Management Job Aid